PRIDE IN PLACE
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MINUTES

Board Title: Chalvedon Neighbourhood Board
Date: 19 June 2026
Time: 18:00pm to 19:30pm
Location: Mother's Kitchen Cafe
Chair: Jay Robinson
Serviced by: Olivia Dourado

Attendees: Jay Robinson (Chair), Janice Strachan, Olivia Dourado, James McMurdock MP, Maz Uluhan, Ward Councillor (TBC), Rebecca Rees, Debbi Robinson, Viktor Underwood, Diane Brown, Grant Taylor

Guests: None

No.	Agenda Item	Purpose	Description	Lead
1.	**Welcome and apologies**	**For discussion**	Group introductions from all present inclusive of Chair, board members, MP and accountable body. Ward member for Chalvedon is still awaiting confirmation Apologies – Debbi Robinson / Rebecca Rees	**Chair** **18:00-18:05**
2.	**Personal introductions**	**For discussion**	The Board brings together members with experience across education, social care, community development, environmental improvement and local business. Collectively, they are committed to supporting local residents, promoting inclusion, strengthening community connections and delivering positive outcomes for the area. The Board is chaired by Jay Robinson, with support from Grant and Olivia, who act as the accountable body but do not influence Board decisions. The Board also includes local MP James McMurdock, who supports initiatives aimed at improving opportunities and outcomes for the community.	**All** **18:05- 18:25**
3.	**Board meeting frequency/venue**	**For discussion**	Upcoming board meetings agreed; • Thursday 2nd July (Venue TBC) **(Action – Chair to confirm with Olivia)** Frequency of board meetings will align with report submission deadlines, option for hybrid will be included when required. Online touch down sessions will also be arranged to reflect report submission deadlines Board meeting with reflect the majority availability for the proposed week in scheduling, the accountable body accepts that there will be periods where board members are unable to attend due to alternative commitments or illness. All actions, minutes and supporting documentation from board meetings will be circulated to all members. It is to also be noted that there is not one set day of the week or time the board is expected to meet and this is fully flexible and dependent on-board member availability. It is also advised that hosting venue of	**Chair/Olivia** **18:25-18:30**

			the board meetings is changed regularly to ensure there is no perceived ownership of the project due to meeting being held regularly in one location.	
4.	**Terms of reference / board document packs** **Future onboarding of board members**	**For discussion/ Approval**	Terms of reference draft has been provided to all members for review and comment (Action), once approved and agreed these will govern the board and its members. Terms of reference will be reviewed annually, however if a review is required prior then this can be arranged. All supporting documents including risk register and conflict of interest form will be circulated for completion to be included in the July report submission. **Proposed boundary changes with justification and supporting maps to be included in July report submission.**	**All** **18:30-19:00**
5.	**Risk register / Conflict of interest**	**For discussion / action**	Conflict of interest; Importance of making any conflicts of intertest know is paramount to transparency of board members, it should be noted that when an conflict of interest occurs this does not mean the service in question can no longer be commissioned but rather the board member with the conflict will not be able to vote and reasonable measures will be taken to ensure any conflict of interest is managed appropriately. Risk register; This document will be created in collaboration of all board members to ascertain what potential risks may occur and what can be done to mitigate that risk to prevent them from occurring, or what to do to rectify the risk if I were to occur. *Conflict of interest and risk register will remain a standard agenda item.*	**All** **19:00-19:10**
6.	**Tonic – Research and Survey** **Pride in place film**	**For discussion**	Tonic Overview: Procurement process completed prior to being selected and paid for using the initial PiP funding given to the council. Their aim is to engage with as many members of the community as possible through face-to-face interviews, pop up events and postcard surveys.. Olivia has also met with Tonic to provide insight of the locality with key areas of high footfall and diversity. Board feedback: Tonic representatives have not responded to communications from Mother's Kitchen, this resulted in Tonic attending the Café with no prior warning of their attendance. Maz then arranged for community members to attend the following day but to illness Tonic could not attend, although this circumstance is unavoidable it left the community feeling let down. Maz also highlighted that this community has often been let down in the past which has led to distrust in organisations which he has spent time repairing and is keen to ensure the community is not continued to be let down as they will again disengage. Grant/Olivia – Inform Tonic of the feedback provided at the board and ensure service delivery is amended to reflect this**. (Action- Completed)**	**Grant** **19:10-19:20**

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			Pride in Place film – As part of the initial funding provided by the government a short film has been commissioned to highlight what pride in place and what it aims to achieve. This has been done using key landmarks in the area and will be a key tool to engage communities in both Chalvedon and Laindon. Once the film has been completed Olivia will circulate to board members for viewing and promotion. **(Action- Olivia)**	
7.	**AOB / Actions**	**For discussion**	**<u>Actions</u>** • Review Terms of reference and supporting documents within appendix for comment/signature (All, Deadline **02.07.2026**) • Review risk register and provide potential risks and mitigations to be adopted (All, Deadline **02.07.2026**) • Review declarations of interest in preparation for completion (All, deadline **02.07.2026**) Olivia to finalise declaration form to circulate, *this will remain a standard agenda item.* • Tonic representative to attend Board meeting 02.07.2026 (Grant, **02.07.2026**) **<u>AOB</u>** **Boundary extension proposal:** The board requested key locals within the boundary and the periphery which may be included within the proposed extension, please see below list for consideration these lists are not exhaustive; Within existing boundary; • Northlands Park • Basildon Academy • Northlands Primary School • Briscoe Primary School • Northlands Primary School • St Treasa's Catholic School • Felmores Medical Group • Murree Medical Group • Tesco Express • Felmores Shopping Parade Periphery of existing boundary; • Mopsies Park • Fryth field open space • Pitsea Town Centre/Market • Felmores Primary School • Trenham Community Centre	**All** **19:20-19:30**

			• Fryerns Medical Centre • Eversly Leisure Centre • St Andrew's Church **Legacy and sustainability / income generation** Board member comments captured the need for the pride in place project to leave a long-lasting community legacy whilst taking into consideration the sustainability of project ideas. Sustainability not only relates to environmental preservation and increased use of renewable sources but also in terms of monetary commitment such ensuring income generative ideas are factored into the pride in place submissions. This will ensure capacity even after the allocated funding has been spent over the 10-year period. **Accelerator fund** James (MP) suggested the creation of an accelerator fund to support those who are often overlooked. This will provide opportunities especially to young people to learn new skills, increase development and provide opportunities that may not be accessible without extra funded support. *100 words and a photo (document attached)* Please can all members complete the 100 words and photo task. This will then be published on relevant channels including common place and also is a requirement for MHCLG to be included in the July report submission. **Deadline 03.07.2026 (Action – All)** **Letter drop/ door knocking for consultation** Janice highlighted that those in harder to reach communities may not engage within public areas or have access to wifi in order to participate electronically. There is scope to door knock and letter drop to engage with those whose voices may be missed. When doing an exercise like this, safety should be considered and precautions will need to be taken such as informing board members of your engagement plan, attending in twos and ensuring appropriate closing/PPE is worn if required. **Intergenerational skills swap** Board members suggested a way for varying age groups to socialise could be through skills swaps; this could include crafting, tailoring, computing and languages. Not only does this offer a way for communities to integrate on a wider scale it will help to combat loneliness and isolation as well as provide additional activities for young people with the social media ban being instated.	